

Command Inspection Program
266th Finance Command
Assessment
As of 4 June 04

FUNCTIONAL AREA: INFORMATION SECURITY	PROGRAM: MANAGEMENT
INSPECTOR: Mrs. Rodriguez	INSPECTION DATE:
INSPECTOR PHONE: 379-5182	PREVIOUS INSP. DATE:
BATTALION INSPECTED:	BATTALION POC :

	Questions	Yes	No	N/A	Remarks
	Regulations, Supplements, Policies, and Guidance				
	Program Regulations:				
a	DOD 5200.1-R, Information Security Program				
b.	Execute Order 12958, Classified National Security Information.				
c.	AR 380-5, DA Information Security Program, dates 29 Sep 00.				
d.	USAREUR Supplement 1 to AR 380-5, dated 24 Sep 01.				
e.	Classified Information Nondisclosure Agreement (SF 312) Briefing Booklet.				
f.	AR 380-13 Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations.				
g.	AR 381-12 Subversion and Espionage Directed Against the U.S. Army.				
	PROGRAM MANAGEMENT				
1.	Has the Commander established a written SOP for the BN? (AR 3805- para 1-6a)				
2.	Has the Commander appointed in written a Security Manager? (AR 380-5 para 1-6e)				
3.	Has the Security Manager established a program to ensure that all personnel with access to classified information are properly cleared? (AR 380-5 para 1-7c)				
4.	Are Classified guides reviewed and update as required? (AR 380-5 para 1-7e)				
5.	Is classified material periodically reviewed and documented? (AR 280-5 appendix F para 1-7f)				
6.	Are announced and unannounced security inspections conducted on subordinate units at least annually? (AR 380-5 para 1-7i)				
7.	Are maintenance, and disposition of records has been established on the BN's? (AR 380-5 para 1-13)				

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#	Questions	YES	NO	N/A	Remarks
	Disposal and Destruction				
1.	Is the method of destruction of paper and non-paper based material IAW the standards in AR 380-5? (AR 380-5 para 3-15, 3-16 and 3-18)				
2.	Is the security manager aware of the witness requirements for the different levels of classified information including NATO? (AR 380-5 para 6-29 a, b, and c)				
3.	Are DA Forms 3964 maintained for 2 years (receipts/transfers/records of destruction)? (AR 380-5 para 6-29)				
	Marking of Classified Documents				
1.	Is the front cover(page) marked with highest overall security classification of the information contained in the document? (AR 380-5 para 4-4)				
2.	Is each portion, section, part, title, paragraph or similar portion marked with the level of classification? (AR 380-5 para 4-6)				
3.	Are documents marked top and bottom (except blank pages) with the overall classification of the page? (AR 380-5 para 4-6)				
4.	Does the document contain a "classify by line? (AR- 380-5 para 4-3 d)				
5.	Does the documents contain declassification instructions? (AR 380-5 par 4-3e)				
6.	Are classified documents sheets and labels (SF's 703 thru 712) used appropriately IAW ar 380-5? (AR 380-5, para 4-34, para 7-8)				
7.	Are NATO documents market in English IAW AR 380-5? (AR 380-5 Sec 7 4-12 & 4-56)				
8.	Are other Foreign Government Documents market IAW AR 380-5? (AR 380-5 para 4-57, 4-58, and 4-59)				

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#	Questions	YES	NO	N/A	Remarks
	Access, Control, Safeguarding, and Visits				
1.	Have end of the day security checks been established for areas that access and store classified material? (AR 380-5 para 6-11)				
2.	Are SF's 701 (Activity Security Checklist been destroy IAW AR 380-5? (AR 380-5 para 6-11)				
3.	Are SF's 702 Security Container Checklist been properly completed during working hours and at the end of each working day? (AR 380-5 para 6-10 and 6-11)				
4.	Are Open/Close or Open/Locked signs used on GSA safes? (AR 380-5 para 6-10c)				
5.	Are after-duty hours inspections conducted? (AR 380-5 para 6-11 b-2)				
6.	Are after-duty hour's inspections been notified in advance in writing? (AR 380-5 para 6-11 b-1)				
7.	Has the individual responsible for implementing plans appointed in writing? (USAREUR suppl to AR 380-5 6-12 p-7)				
8.	Does the activity have an Emergency Evacuation Plan? (AR 380-5 para 6-12 USAREUR suppl 1 p-7)				
9.	Does individuals on the SF 700 have knowledge of the emergency evacuation plan? (USAREUR suppl 1 to AR 380-5 para 6-12 p-7)				
10.	Is the Emergency Evacuation Plan filed as the first document in the locking drawer of each security container or posted in a conspicuous location in secure area designated for open storage? (AR 380-5 par 6-12, & USAREUS suppl I to AR 380-5 p-7)				
11.	Have procedures been established for controlling access to classified information? (AR 380-5 para 6-16)				
12.	Are security clearance verification received prior to visit restricted areas? (AR 380-5 para 1-6-16a)				
13.	Are procedures in place to ensure the reproduction has been approval before reproducing classified information? (AR 380-5 para 6-26)				

14.	Are rules posted on/near designated equipment? (AR 380-5 25c)				
15.	Are DA forms 4575-R (copy machine Production Logs) used and maintained for each copier designated to reproduce classified material? (AR 380-5 par 6-25c)				

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	Storage & Physical Security Standards				
1.	Are GSA approved storage containers been used for classified information? (AR 380-5 para 7-4)				
2.	Has a designate person appointed in writing to change combinations to security containers? (AR 380-5 & USAREUR suppl 1 to 380-5 p-11 para 7-8)				
3.	Are SF's 700 (Security Container Information) properly completed, marked, posted, and stored? (AR 380-5 para 7-8, 6c)				
4.	Is there an external identification number on each classified storage container? (AR 380-5, para 7-8)				
5.	Are security container combinations changed IAW AR 380-5? (AR 380-5, para 7-8 b)				
6.	Is NATO documents stored in a GSA approved container? (AR 380-5 Sec II para 7-4)				
7.	Are personnel briefed and DA Forms 2543 completed prior to granting access to NATO information? (AR 380-5 Sec II para 7-4)				
8.	Classified Open Storage (Appendix K, DOD 5 200.1R; AR 380-5 Chap 7 and USAREUR Suppl 1 AR 380-5).				
	a. Has a detailed justification been created and on file to request open storage approval?				
	b. Have the following documents been prepared to accompany the inspection report showing the facility meets prescribed open storage standards?				
	(1) A description of the facility to include its specific location (room, building installation, geographic community);				
	(2) A description of the facility's physical characteristics, particularly any structural deficiencies:				

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	(3) An identification of the highest level of classification for which Open storage is authorized; and				
	(4) A graphic floor plan showing the location of major furnishings security containers, classified hangings, doors, and windows.				
	c. Are structural standards IAW AR 380-5 para 7-13 and USAREUR Suppl 1 to AR 380-5?				
	d. If required, has a request for Exception to Policy been completed and Submitted through 266 th FINCOM to, HQ USAREUR?				
	e. Is the signed open storage certification on file and within the open storage area? Has a copy forwarded to 266 th FINCOM.				
	f. Has the facility been previously certified for open storage?				
	g. If previously certified, has any modifications been made to the facility i.e., structural changes, wall penetration, locks?				
	h. Is the open storage approval memo current?				
	Transmission and Transportation				
1.	When individuals are required to hand carry classified information within USAREUR, are DD Forms 2501 issued? (AR 380-5 para 8-13 & USAREUR Suppl 1 to AR 380-5 8-12c P-12)				
2.	Are Personnel given a courier briefing and sign an acknowledgement to that effect prior to receiving courier cards/orders? Are these acknowledgements on file with the S2? (AR 380-5 para 8-13)				
3.	Are AE Form 380-5E-R (Courier Orders) (with appropriate language(s) used when hand carrying classified information outside USAREUR? (USAREUR Suppl 1 to AR 380-5 para 812e P-12)				
4.	Are AE form 380-40A-R (accountability registers for DD Forms 2501 used?				
	Security Education				
1.	Is the program designated IAW scope/principles outlined in AR 380-5 para 9-1?				
2.	Are initial & refreshment briefings being conducted and records maintained in personnel security files? (AR 380-5 para 9-3 thru 9-7)				
3.	Has the activity establish and executed a security education program? (AR 380-5 para 9-2)				
4.	Are foreign Travel Briefings being conducted before personnel travels to a foreign country? (AR 380-5 para 9-8)				

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	Unauthorized Disclosure and Other Security Incidents				
1.	Are Commanders and Security Managers aware of their Responsibilities in the event if a possible or actual compromise? (AR 380-5 para 10-1)				
2.	Are properly cleared, disinterested person with appropriated rank/ grade appointed to conduct preliminary inquiries? (AR 380-5 10-3)				
3.	Is the 266 th Finance Command notified within 72 hours of any unauthorized absentees having access to secret or higher classified information? (USAREUR Suppl 1 to AR 380-5 para 10-9a)				
4.	Are reports kept on file for two years after completion of final corrective or disciplinary action?				
5.	Are personnel who has had unauthorized access being debrief IAW AR 380-5? (AR 380-5 para 10-6)				